

3 FAM 1580

MINORITY GROUP STATISTICS

(CT:PER-573; 09-28-2005)
(Office of Origin: OCR)

3 FAM 1581 AUTHORITY

(CT:PER-573; 09-28-2005)
(State)

(Applies to Foreign Service and Civil Service employees)

- The Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d, *et seq.* (Title VII)
- Equal Pay Act of 1963, as amended, 29 U.S.C. 206(d)
- Rehabilitation Act of 1973, as amended, 29 U.S.C. 791, *et seq.* (Sections 501 and 504)
- Non-discrimination provisions of the Foreign Service Act of 1980, 22 U.S.C. 3905(d) and (e)
- Equal Employment Opportunity Commission Regulations published at 29 CFR 1614.601
- Equal Employment Opportunity Commission Management Directive (MD) 715

3 FAM 1582 DATA COLLECTION

(CT:PER-573; 09-28-2005)
(State)

(Applies to Foreign Service and Civil Service employees)

- a. The Department has established a system to collect and maintain accurate employment information on the race, national origin, sex and disabilities of its employees.
- b. The information collected under this section shall be reported only in the form of gross statistics. The Department will not collect or maintain any information on the race, national origin, sex or disability of individual

employees except when an automated data processing system is used in accordance with standards and requirements prescribed by the Equal Employment Opportunity Commission (EEOC) to ensure individual privacy and the separation of that information from personnel records.

- c. The Department shall report to the EEOC, the Office of Personnel Management (OPM), Congress or the White House on employment by race, national origin, sex and disability in the form and at such times as may be required.

3 FAM 1582.1 Data Collection of Information Regarding Race, National Origin, and Sex

(CT:PER-573; 09-28-2005)

(State)

(Applies to Foreign Service and Civil Service employees)

- a. Data on race, national origin and sex shall be collected by means of voluntary self-identification. If an employee does not voluntarily provide the requested information, the Department shall advise the employee of the importance of the data and of the Department's obligation to report it. If the employee still refuses to provide the information, the Department must make visual identification and inform the employee of the data it will be reporting.
- b. If the Department believes that information provided by an employee is inaccurate, the Department shall advise the employee about the solely statistical purpose for which the data is being collected, the need for accuracy, the Department's recognition of the sensitivity of the information and the existence of procedures to prevent its unauthorized disclosure. If, thereafter, the employee declines to change the apparently inaccurate self-identification, the agency must accept it.
- c. Only those categories of race and national origin prescribed by the EEOC may be used.
- d. Only the specific procedures for the collection and maintenance of data that are prescribed or approved by the EEOC may be used.
- e. The Department may make an exception to the prescribed procedures and requirements only with the advance written approval of the EEOC.
- f. The Department may use the collected data only in studies and analyses, which contribute affirmatively to achieving the objectives of the equal employment opportunity program.

- g. The Department shall not establish a quota for the employment of persons on the basis of race, color, national origin, sex or religion.

3 FAM 1582.2 Data Collection of Information Regarding Disabilities

(CT:PER-573; 09-28-2005)

(State)

(Applies to Foreign Service and Civil Service employees)

- a. Data on disabilities shall be collected by means of voluntary self-identification. If an employee does not voluntarily provide the requested information, the Department shall advise the employee of the importance of the data and of the Department's obligation to report it.
- b. If an employee who has been appointed pursuant to special appointment authority for hiring individuals with disabilities still refuses to provide the requested information, the Department must identify the employee's disability based upon the records supporting the appointment.
- c. If any other employee still refuses to provide the requested information or provides information which the Department believes to be inaccurate, the Department may report the employee's disability status as unknown.

3 FAM 1583 THROUGH 1589 UNASSIGNED